

## **HUMAN RESOURCES TECHNICIAN**

### **DEFINITION**

Under supervision, performs a variety of technical human resource management work in various program areas, such as benefit administration, recruitment and examination, and employee record keeping.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from Human Resources Records Supervisor.

Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

This class differs from Senior Human Resources Technician in that incumbents of the latter perform more complex technical duties, perform PeopleSoft related activities, produce highly complex reports, and may provide lead direction.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Performs various technical duties related to examination notifications, promulgation of eligible lists, and the certification of eligibles, such as preparing and organizing examination materials, organizing and scheduling test times, sites, and proctors, and interview panels; promulgating eligible lists via the applicant tracking system, and maintaining and tracking certification of eligibles.

Assists in the administration of various phases of the examination process including proctoring written, oral, performance and other types of tests, scoring examinations and reviewing data for accuracy.

Operates electronic fingerprint scanning systems.

Contacts organizations and media to advertise recruitments, reviews proofs, and places ads.

Enters employment applications via an automated applicant tracking system.

Collects data from other agencies; responds to requests for data from other agencies.

Provide technical assistance in the administration of the Workers' Compensation, Unemployment Insurance, and safety programs.

Serves as a resource for employees and managers related to general Personnel Department questions; assists employees in filling out and completing forms according to City policies; assists in answering questions regarding personnel policy.

Assembles data, prepare reports and correspondence, and maintains a variety of records and files.

Performs a variety of office support assignments including preparing correspondence, typing and proofreading material, filing and processing information and data for statistical and financial reports.

Provides assistance to the public over the telephone and in person.

Performs related duties as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Local government structure and procedure.

Terminology, methods, techniques, and practices of personnel administration, data collection, and elementary statistics.

Techniques used in recruitment and selection.

Principles and practices in dealing with the public.

Report writing and human resources administration.

Automated applicant tracking procedures.

#### **Skill to:**

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

#### **Ability to:**

Understand, interpret, and apply rules, regulations, laws, and ordinances.

Perform responsible and difficult technical and administrative work involving the use of independent judgment and personal initiative.

Communicate clearly, correctly, and concisely, in speech and writing.

Operate a personal computer, using word processing methods, techniques and programs including

spreadsheet and database applications..

Collect data and prepare reports and correspondence.

Interpret and edit written materials.

Follow oral and written instructions.

Perform arithmetical and elementary statistical computations.

Establish and maintain positive working relationships with City management and staff, representatives of community, state/local agencies and associations, and the public.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Four years of increasingly responsible administrative support experience which includes at least one year in a comprehensive human resources system.

#### **Education:**

Satisfactory completion of accredited college or university course work in human resources, personnel, public, or business administration, or closely related field may be substituted for a maximum of two years of the required experience other than the comprehensive human resources experience, on the basis that fifteen semester units equals one year of experience.

#### **Special Requirement:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_

Director

DATE: \_\_\_\_\_